

BIRGITTA E. CORSELLO

County Administrator
(707) 784-6100

NANCY HUSTON

Asst. County Administrator
(707) 784-6107

675 Texas Street, Suite 6500
Fairfield, CA 94533-6342
Fax (707) 784-6665
www.solanocounty.com

COUNTY ADMINISTRATOR'S OFFICE



**SOLANO
COUNTY**

**NOTICE TO QUALIFIED FIRMS
REQUEST FOR QUALIFICATIONS
FOR MANAGEMENT OF THE COUNTY'S STATE FAIR DISPLAY PROJECT 2015
COUNTY ADMINISTRATOR'S OFFICE
SOLANO COUNTY, CALIFORNIA**

INTRODUCTION

The Solano County Administrator's Office is requesting Requests for Qualifications (RFQ) from qualified individual or organization for the development and management of the County's State Fair Display ("Display") at the 2015 California State Fair. The Contractor would be responsible for the planning, design, construction, staffing, maintenance, removal of the Display, and transferring the Display at the end of the California State Fair for use at the Solano County Fair. Additionally, the Contractor will serve as the County's liaison with the California State Fair regarding the Display.

The purpose of this Request for Qualifications is to procure an all-inclusive, broad-based contractor to meet the County's needs within the given time frame.

NOTICE IS HEREBY GIVEN:

That the County of Solano, County Administrator's Office will receive submittals from qualified firms for the MANAGEMENT OF THE COUNTY'S STATE FAIR DISPLAY PROJECT as outlined in the RFP available from the address listed below:

SUBMITTALS DUE TO:

Solano County Administrator's Office
Attn: Stephen Pierce
675 Texas St., Suite 6500
Fairfield, CA 94533

SUBMITTAL DEADLINE: 4 P.M., Pacific Time, October 3, 2014



COUNTY OF SOLANO
County Administrator's Office
675 Texas Street, Suite 6500
Fairfield, CA 94533

REQUEST FOR QUALIFICATIONS
Management of the County's State Fair Display Project

RFQ Number: G99-0908-14

Final Date for Submission: October 3, 2014, 4:00 PM (PST)

This document may be found at www.solanocounty.com.
Updates and any amendments will be posted on the same website.

CONTENTS

Section 1	Introduction
Section 2	RFQ Schedule of Events
Section 3	General Requirements and Information
Section 4	Proposal Format and Content
Section 5	Evaluation and Contract Award
Section 6	Standard Contract Information
Section 7	Standard Contract with Exhibits A, B, and C
Attachments:	
8.1	Description of Past County Displays
8.2	Counties Exhibit Program Handbook
8.3	Proposal and Interview Evaluation Format

1 INTRODUCTION

1.1 Statement of Purpose

The purpose of this Request For Qualifications (RFQ) is to define the County's minimum requirements, solicit proposals, and gain adequate information by which the County may evaluate the services offered by proposers.

The County Administrator's Office of the County of Solano intends to secure a contract for an individual or organization for the development and management of the County's State Fair Display ("Display") at the 2015 California State Fair. The Contractor would be responsible for the planning, design, construction, staffing, maintenance, removal of the Display, and transferring the Display at the end of the California State Fair for use at the Solano County Fair. Additionally, the Contractor will serve as the County's liaison with the California State Fair regarding the Display.

The Display continues the County's long-standing tradition of promoting the agricultural heritage and tourist destinations of Solano County to the fairgoers at the California State Fair. Refer to Attachment 8.1, Description of Past County Displays.

1.2 Scope of Service

The selected individual or organization shall serve as the County's overall project manager for the State Fair Display Project 2015. The Contractor should have the ability to access or facilitate community relationships to provide support for the State Fair Display Project, including acquiring cash and in-kind sponsorships, making public presentations, and accessing volunteer support for the construction, staffing and promotion of the Display. Responses to this RFQ may be in the form of collaborations, such as between experienced designer/builders and local nonprofits to facilitate the project coordination and volunteer management.

The Display shall conform to the guidelines published annually by the California State Fair. These guidelines describe the annual theme and provide details on various procedures required of county displays. The 2015 guidelines have not yet been published. Refer to Attachment 8.2, Counties Exhibit Program Handbook.

A detailed outline for the proposed Scope of Work is provided in Section 8, Exhibit A. Specifics will be determined in negotiations between the County and the successful Proposer.

1.3 Contract Duration

The County intends to enter into a contract with an effective period of on or about November 3, 2014 through September 30, 2015.

As noted in Standard Contract provided in Section 8, Exhibit C, the contract may be terminated at any time by either party for cause upon a minimum of 30 days written notice to the other party. All documents regarding all projects shall be transferred to the Solano County Administrator's Office at the time of termination and shall become the sole property of Solano County.

1.4 Stipulated Sum

The County's stipulated sum for this project is an amount not to exceed \$40,000 which includes all costs associated with the planning, design, construction, staffing, maintenance, removal of the Display and transferring the Display at the end of the California State Fair for use at the Solano County Fair. The Contractor will have the ability to secure sponsorships (cash and/or in-kind) to offset the costs of the project. Contractor is entitled to keep any prize monies awarded as a result of the Display. The Contractor assumes all risks associated with the satisfactory completion of the Scope of Work.

1.5 Proposal Deadline

Proposals shall be submitted no later than the Proposal Deadline time and date detailed in Section 2, RFQ Schedule of Events. Proposers shall respond to the written RFQ and any exhibits, attachments, or amendments. A proposer's failure to submit a proposal as required before the deadline may cause the proposal to be disqualified.

Proposers assume the risk of the method of dispatch chosen. The County assumes no responsibility for delays caused by any delivery service. Postmarking by the due date shall not substitute for actual proposal receipt by the County. Proposals may not be delivered orally, by facsimile transmission, or by other telecommunication or electronic means.

1.6 Nondiscrimination

No person shall be excluded from participation in, be denied benefits of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in the County's contracted programs or activities on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification protected by federal or California State Constitutional or statutory law; nor shall they be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of contracts with the County or in the employment practices of the County's contractors. Accordingly, all firms entering into contracts with the County shall, upon request, be required to show proof of such nondiscrimination and to post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

1.7 Assistance to Proposers With a Disability

Proposers with a disability may receive accommodation regarding the means of communicating this RFQ and participating in this procurement process. Proposers with a disability should contact the RFQ Coordinator listed in Section 3.1 to request reasonable accommodation no later than the deadline for accommodation requests detailed in Section 2, RFQ Schedule of Events.

2 RFQ SCHEDULE OF EVENTS

The following RFQ Schedule of Events represents the County's best estimate of the schedule that shall be followed. Unless otherwise specified, the time of day for the following events shall be between 8:00 a.m. and 5:00 p.m., Pacific Time.

The County reserves the right, at its sole discretion, to adjust this schedule as it deems necessary.

	EVENT	DATE	TIME
1	County Issues RFQ	September 11, 2014	
2	Deadline for Proposers with a Disability to Make Accommodation Requests	September 15, 2014	4 p.m.
3	Deadline for Written Comments	September 22, 2014	4 p.m.
4	County Issues Responses to Written Comments	September 24, 2014	4 p.m.
5	Deadline for Submitting Proposals	October 3, 2014	4 p.m.
6	County Completes Evaluations of RFQs	October 7, 2014	4 p.m.
7	County Notifies Shortlisted Firms of Interviews	October 7, 2014	4:30 p.m.
8	County Conducts Interviews	October 15, 2014	8 a.m. - 4 p.m.
9	County Notifies the Selected Firm	October 17, 2014	4:30 p.m.
10	Conclusion of Contract Negotiation and Contract Execution by Contractor	October 24, 2014	12 p.m., Noon
11	Anticipated Contract Start Date	November 3, 2014	
12	Anticipated Workflows Outlined in Section 8, Exhibit A.	November 3, 2014 to September 30, 2015	

3 GENERAL REQUIREMENTS AND INFORMATION

3.1 RFQ Coordinator

The following RFQ Coordinator shall be the main point of contact for this RFQ.

Stephen Pierce
Solano County Administrator's Office
675 Texas St., Suite 6500
Fairfield, CA 94533
(707) 784-6122
Fax: (707) 784-7975
slpierce@solanocounty.com

3.2 RFQ Number

The County has assigned the following RFQ identification number that must be referenced in all communications regarding the RFQ:

RFQ-G99-0908-14

3.3 Communications Regarding the RFQ

All proposer communications concerning this procurement must be directed to the RFQ Coordinator in writing. Any oral communications shall be considered unofficial and nonbinding to the County. Written comments, including questions and request for clarification, must cite the RFQ number and be received by the deadline specified in the RFQ Schedule of Events. Responding firms may send inquiries/clarifications via e-mail to the RFQ Coordinator with the subject line of "RFQ-G99-0908-14—County's State Fair Exhibit."

The County shall respond in writing to written communications, which shall constitute an amendment to the RFQ. Only written responses to written communications shall be official and binding upon the County. The County reserves the right, at its sole discretion, to determine appropriate and adequate responses to written comments, questions, and requests for clarification.

The County shall post copies of its written responses to written comments on Solano County's website at http://www.solanocounty.com/hpl/bids_n_RFQs/default.asp.

3.4 Proposal Submittal

Proposers shall respond to this RFQ by the date and time identified as the Deadline for Submitting a Proposal in the RFQ Schedule of Events detailed in Section 2. The proposal should consist of one (1) original and three (3) hard copies of the Technical Proposal shall be submitted to the County in a sealed package and be marked: "Proposal in Response to RFQ-G99-0908-14"

3.5 Submittal Preparation, Interview and Negotiation Costs

The County shall not pay any costs associated with the preparation, submittal, or presentation of any proposal, and costs incurred by the responding firms during the interview and negotiations phase of the solicitation.

3.6 Proposal Amendment or Withdrawal

The County shall accept no amendments, revisions, or alterations to proposals after the deadline for proposal submittal unless such is formally requested, in writing, by the County. To withdraw a proposal, the proposer must submit a written request, signed by an authorized representative, to the RFQ Coordinator. After withdrawing a previously submitted proposal, the proposer may submit another proposal up to the deadline for submitting proposals.

3.7 Licensure

Before a contract pursuant to this RFQ is executed, the selected firm must hold all necessary, applicable business and professional licenses. As part of the evaluation process of the RFQ, the County may require any or all responding firms to submit evidence of proper licensure.

3.8 Conflict of Interest and Proposal Restrictions

By submitting an RFQ, the responding firm certifies that no amount shall be paid directly or indirectly to an employee or official of the County of Solano as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Respondent in connection with the procurement under this RFQ. Notwithstanding this restriction, nothing in this RFQ shall be construed to prohibit a County agency or other governmental entity from making a proposal, being considered for award, or being awarded a contract under this RFQ.

County agencies shall not contract with an individual who is, or within the past six months has been, an employee of the County of Solano. An individual shall be deemed a County employee until such time as all salary, termination pay, and compensations representing annual or compensatory leave have been paid by the County. A contract with a company in which a controlling interest is held by a County employee shall be considered to be a contract with said individual and shall be prohibited.

3.9 RFQ Amendment or Cancellation; Right of Rejection

The County reserves the right to amend this RFQ in writing or cancel or reissue the RFQ at its sole discretion. The County reserves the right, at its sole discretion, to reject any and all proposals or to cancel this RFQ in its entirety. Any proposal received which does not meet the requirements of this RFQ may be non-responsive, and the proposal may be rejected. Proposers must comply with all of the terms of this RFQ and all applicable Federal, State and County laws and regulations

4 PROPOSAL FORMAT AND CONTENT

4.1 General Proposal Requirements

The Proposal shall be divided into the following sections:

- 1) Transmittal Letter;
- 2) General Proposer Qualifications and Experience; and
- 3) Technical Project Approach.

If a proposal fails to detail and address each requirement detailed, the County may determine the Proposal to be non-responsive and reject it.

4.1.1 Transmittal Letter. The Proposal shall provide a Transmittal Letter that responds to the following:

- 4.1.1.1 Provides the name, mailing address, telephone number and email address of the person the County should contact regarding the proposal.
- 4.1.1.2 States whether the proposer intends to use subcontractors and for what functions.
- 4.1.1.3 Acknowledges that this Display project has a stipulated sum not to exceed \$40,000 in County funds and that amount is subject to final negotiations of the Scope of Work.
- 4.1.1.5 Acknowledges that the County's Standard Contract (Section 7) has been reviewed and accepted with or without qualification. If no modifications to the contract are noted, the County will assume that the responding firm accepts the stated terms.
- 4.1.1.6 Signed by an individual empowered to bind the proposing vendor to this RFQ and any contract awarded under it.

4.1.2 General Proposer Qualifications and Experience. Proposals shall provide a description of the proposer's credentials, background and experience in delivering services similar to those required by this RFQ and/or the capacity to deliver such services.

4.1.3 Technical Project Approach. The proposer shall describe in detail its plans and approach for accomplishing the work requested to demonstrate their understanding of the County's requirements, which is outlined in the Proposed Scope of Work (Section 8, Exhibit A). This narrative should:

- 4.1.3.1 Describe how the proposer will manage the project, ensure completion of the scope of services, and accomplish required objectives within the County's project schedule.
- 4.1.3.2 Describe experience in performing the tasks outlined in the Proposed Scope of Work and/or the capacity to perform the tasks outlined in the Proposed Scope of Work. Identify client references for all projects listed, including name of firm or organization, position title of reference, current phone number and current email.
- 4.1.3.3 If proposer intends to use subcontractors, describe the anticipated function of the subcontractors, their ability to perform the associated tasks and their role in project team. The County reserves the right to authorize the use of sub-contractors for this work.
- 4.1.3.4 Identify the primary contact person who will lead the day-to-day work effort and serve as the primary contact to the County on a day-to-day basis.

5 EVALUATION AND CONTRACTOR SELECTION

5.1 Proposal Evaluation Categories and Maximum Points

The categories that shall be considered in evaluating proposals are Organizational Capacity, Credentials & Experience, and the Project Team. Points shall be awarded as follows:

CATEGORIES*	MAXIMUM POINTS POSSIBLE
Organizational Capacity	25 points
Credentials & Experience	50 points
Project Team	25 points
Total Possible Points	100 points

5.2 Proposal Evaluation Process

- 5.2.1 The evaluation process is designed to award a contract to the proposer that provides the best overall value with the best combination of attributes based upon the evaluation criteria.
- 5.2.2 A proposal evaluation team made up of three or more members shall be responsible for evaluating proposals using the pre-established evaluation criteria set out in this RFQ. Refer to Attachment 8.1, Proposal and Interview Evaluation Format.
- 5.2.3 The County reserves the right to request clarifications of technical proposals or to conduct discussions for clarification with any or all Proposers. The purpose of any such discussions shall be to ensure full understanding of the proposal. Discussions shall be limited to specific sections of the proposal identified by the County and, if held, shall be after initial evaluation of Technical Proposals. If clarifications are made because of such discussion, the proposer shall put such clarifications in writing.
- 5.2.4 The County reserves the right to conduct interviews with one or more of the highest ranked proposers. The interview should be led by the individual who will be the primary contact with the County on a day-to-day basis. The same evaluation criteria used for the RFQ evaluation process will be used to rate the firms during the interviews.

5.3 Contract Award Process

- 5.3.1 The RFQ Coordinator shall forward results from the proposal evaluation process to the County Administrator or designated representative for consideration, identifying the best evaluated proposer. After the results have been validated by the County Administrator or designated representative, the RFQ Coordinator will invite the best evaluated proposer to participate in negotiations with the County.
- 5.3.2 The proposer evaluated as the most responsive shall be prepared to enter into a contract with the County which shall be substantially the same as the Standard Contract in Section 7 of this RFQ. Notwithstanding, the County reserves the right to add terms and conditions, deemed in the best interest of the County, during final contract negotiations.
- 5.3.3 If a proposer fails to sign and return the contract drawn under this RFQ and final contract negotiations within 14 days of its delivery to the proposer, the County may determine that the proposer is non-responsive to this RFQ and reject the proposal and begin negotiations with the next ranked most responsive proposer or cancel this RFQ.

6 STANDARD CONTRACT INFORMATION

6.1 Contract Approval

The RFQ and the contractor selection processes do not obligate the County and do not create rights, interests, or claims of entitlement in the apparent best evaluated proposer or any vendor. Contract award and County obligations pursuant thereto shall commence only after the contract is signed by the contractor and the head of the procuring County agency and after the contract is signed by all other County officials as required by County ordinances and regulations to establish a legal contract.

6.2 Contract Payments

- 6.2.1 Contract payments shall be made under the Payment Terms and Conditions provision of the final contract.
- 6.2.2 No payment shall be made until the contract is approved as required by County ordinances and regulations. Under no conditions shall the County be liable for payment of any type associated with the contract or responsible for any work done by the Contractor, even work done in good faith and even if the Contractor is orally directed to proceed with the delivery of services, if it occurs before the contract start date specified by the contract or before contract approval by County officials as required by applicable statutes and rules of the County of Solano.

6.3 RFQ and Proposal Incorporated into Final Contract

This RFQ and the successful proposal shall be incorporated into the final contract.

6.4 Contract Monitoring

The Contractor shall be responsible to complete all work set out in the contract. All work is subject to inspection, evaluation, and acceptance by the County. The County may employ all reasonable means to ensure the work is progressing on schedule and being performed in compliance with the contract. At reasonable times, the County may inspect those areas of the Contractor's place of business related to performing the contract. If the County requires such an inspection, the Contractor shall provide reasonable access and assistance.

6.5 Contract Amendment

During this contract, the County may request the Contractor to perform additional work for which the Contractor would be compensated. That work shall be within the general scope of this RFQ. In such instances, the County shall provide the Contractor a written description of the additional work, and the Contractor shall submit a time schedule for accomplishing the additional work and a price for the additional work based on the rates in the Contractor's proposal to this RFQ. If the County and the Contractor agree regarding the work and associated compensation, said agreement shall become effective with a contract amendment, executed by both parties.

7 STANDARD CONTRACT



**County of Solano
Standard Contract**

For County Use Only
CONTRACT NUMBER:
(Dept., Division, FY, #)

BUDGET ACCOUNT:

SUBJECT ACCOUNT:

1. This Contract is entered into between the County of Solano and the Contractor named below:

CONTRACTOR'S NAME

2. The Term of this Contract is:

3. The maximum amount of this Contract is:

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of this Contract:

Exhibit A – Scope of Work

Exhibit B – Budget Detail and Payment Provision

Exhibit C – General Terms and Conditions

Exhibit D – Special Terms and Conditions

The parties have executed this Contract as of the ___ day of _____, 2014.

CONTRACTOR	COUNTY OF SOLANO
CONTRACTOR'S NAME	AUTHORIZED SIGNATURE
SIGNATURE	TITLE
PRINTED NAME AND TITLE	ADDRESS
ADDRESS	CITY STATE ZIP CODE
CITY STATE ZIP CODE	Approved as to Content:
	DEPARTMENT HEAD OR DESIGNEE
	Approved as to Form:
	COUNTY COUNSEL

Rev. 01/09/08

CONTRACT MUST BE EXECUTED BEFORE WORK CAN COMMENCE

EXHIBIT A

PROPOSED SCOPE OF WORK*

(*Actual Scope of Work to be negotiated after intent to award is issued)

The County of Solano ("County") wishes to participate in the Counties Display program at the California State Fair ("State Fair") anticipated to be in July 2015. Judging for the entries into the Counties Display is anticipated to be the day before the State Fair opens, or a date as determined by the State Fair.

CONTRACTOR SHALL BE RESPONSIBLE FOR THE FOLLOWING DUTIES:

1. Contractor shall be totally responsible on behalf of the County for the development of a State Fair Display ("Display") to include the overall coordination of activities related to the Display, which includes, but is not limited to, the planning, design concept, construction, maintenance and transportation of the Display.
2. Contractor shall represent the County to the State Fair and attend all meetings prescribed for County representatives and builders incident to the County's participation in the State Fair. Contractor, on behalf of County, shall be responsible for performing various administrative functions, including completion of participation documents and related applications; preparation and submission of Display statement of purpose, sponsorship correspondence, volunteer schedules; press releases when appropriate; and completion of other forms and correspondence as required by the State Fair.
3. Contractor shall keep County management apprised of progress in developing the Display and will provide a year-end report of the results of the Display within 90 days of the close of the 2015 California State Fair.
4. Contractor shall obtain County approval of design concepts before finalizing obligations for construction of the Display or any of its components.
5. Contractor shall be responsible for developing a final product in accordance with State Fair rules and regulations that is respectable, reflective of the County, and completed within the funds allocated by this contract.
6. Contractor shall design the Display so that Display may also be displayed, to the degree possible, or otherwise incorporated into the Cities and County Expo Display at the 2015 Solano County Fair anticipated to be immediately following the California State Fair in late July 2015/early August 2015.
7. Contractor may subcontract certain elements in creation of the Display to include design, artistic creations, and fabrication of components and actual construction of the Display. Contractor has the discretion to recruit subcontractors and/or volunteers known to him to have the required expertise in these areas.
8. Contractor, directly or through subcontractor(s), shall be responsible for all purchases or rental transactions attendant to needed materials, equipment, products or services associated with the Display. All such transactions shall be paid from the total funds available, as designated in this RFQ, for this project.
9. The Contractor shall be responsible for transporting the Display and/or its components to the 2015 California State Fair. At the conclusion of the State Fair, the Contractor shall be responsible for transporting the Display for use at the 2015 Solano County Fair and/or to a storage location as specified by the County. At the conclusion of the County Fair, the Contractor shall be responsible for transporting any reusable components of the Display to the designated storage location.
10. Contractor has available to use any and all past artifacts of County displays that are in storage for use in the Display. All reusable items must be returned to storage upon completion of the State

Fair and/or County Fair. Additional items as a result of this Display may be added to the collection of Display artifacts.

11. Contractor shall maintain and refresh the Display on an as-needed basis to ensure compliance with State Fair rules and regulations.
12. Contractor shall be responsible, if applicable, for recruitment, training, orientation, and scheduling of volunteers to represent the County at the Display during the State Fair.
13. County will provide insurance in such amounts as it deems necessary to cover the Display.

EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS

METHOD OF PAYMENT

Upon submission of an invoice by the Contractor, and upon approval of County's representative, the County shall pay the Contractor fixed increments based on meeting project milestones as determined by the Scope of Work, up to the maximum amount provided for on the Standard Contract. Milestones include, but are not limited to, design approval, phases of construction, and completion of the Project.

Each invoice must demonstrate how the Contractor has met the established milestones.

EXHIBIT C

GENERAL TERMS AND CONDITIONS

1. CLOSING OUT

County will pay Contractor's final claim for payment providing Contractor has paid all financial obligations undertaken pursuant to this Contract. If Contractor has failed to pay all obligations outstanding, County will withhold from Contractor's final claim for payment the amount of such outstanding financial obligations owed by Contractor. Contractor is responsible for County's receipt of a final claim for payment 30 days after termination of this Contract.

2. TIME

Time is of the essence in all terms and conditions of this Contract.

3. TIME OF PERFORMANCE

Work will not begin, nor claims paid for services under this Contract until all Certificates of Insurance, business and professional licenses/certificates, IRS ID number, signed W-9 form, or other applicable licenses or certificates are on file with the County's Contract Manager.

4. TERMINATION

A. This Contract may be terminated by County or Contractor, at any time, with or without cause, upon 30 days written notice from one to the other, unless otherwise provided.

B. County may terminate this Contract immediately upon notice of Contractor's malfeasance.

C. Following termination, County will reimburse Contractor for all expenditures made in good faith that are unpaid at the time of termination not to exceed the maximum amount payable under this Contract unless Contractor is in default of the Contract.

5. SIGNATURE AUTHORITY

The parties executing this Contract certify that they have the proper authority to bind their respective entities to all terms and conditions set forth in this Contract.

6. WARRANTY

A. County relies upon Contractor's professional ability and training as a material inducement to enter into this Contract. Contractor warrants that Contractor will perform the work according to generally accepted professional practices and standards and the requirements of applicable federal, state and local laws. County's acceptance of Contractor's work shall not constitute a waiver or release of Contractor from professional responsibility.

B. Contractor further warrants that Contractor possesses current valid appropriate licensure, including, but not limited to, driver's license, professional license, certificate of tax-exempt status, or permits, required to perform the work under this Contract.

7. INSURANCE

A. Without limiting Contractor's obligation to indemnify County, Contractor must procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work under this Contract and the results of that work by Contractor, Contractor's agents, representatives, employees or subcontractors.

B. Minimum Scope of Insurance

Coverage must be at least as broad as:

- (1) Insurance Services Office Commercial General Liability coverage (occurrence Form CG 00 01).
- (2) Insurance Services Office Form Number CA 00 01 covering Automobile Liability, code1 (any auto).

- (3) Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

C. Minimum Limits of Insurance

Contractor must maintain limits no less than:

- | | | |
|--|---|--|
| (1) General Liability: | \$1,000,000 | per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. |
| (Including operations, products and completed operations.) | | |
| (2) Automobile Liability: | \$1,000,000 | per accident for bodily injury and property damage. |
| (3) Workers' Compensation: | As required by the State of California. | |
| (4) Employer's Liability: | \$1,000,000 | per accident for bodily injury or disease. |

D. If Contractor maintains higher limits than the minimums shown above, County is entitled to coverage for the higher limits maintained by Contractor.

E. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by County. At the option of County, either:

- (1) The insurer will reduce or eliminate such deductibles or self-insured retentions with respect to County, its officers, officials, agents, employees and volunteers; or
- (2) Contractor must provide a financial guarantee satisfactory to County guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

F. Other Insurance Provisions

The general liability and automobile liability policies must contain, or be endorsed to contain, the following provisions:

- (1) The County of Solano, its officers, officials, agents, employees, and volunteers must be covered as insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of Contractor; and with respect to liability arising out of work or operations performed by or on behalf of Contractor including materials, parts or equipment furnished in connection with such work or operations. General Liability coverage shall be provided in the form of an Additional Insured endorsement (CG 20 10 11 85 or equivalent) to Contractor's insurance policy, or as a separate owner's policy.
- (2) For any claims related to work performed under this Contract, Contractor's insurance coverage must be primary insurance with respect to the County of Solano, its officers, officials, agents, employees, and volunteers. Any insurance or self-insurance maintained by County, its officers, officials, agents, employees, or volunteers is excess of Contractor's insurance and shall not contribute to it.

- (3) Each insurance policy required by this clause must be endorsed to state that coverage may not be canceled by Contractor, except after 30 days prior written notice has been provided to County.

G. Waiver of Subrogation

- (1) Contractor agrees to waive subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation.
- (2) The Workers' Compensation policy must be endorsed with a waiver of subrogation in favor of County for all work performed by Contractor, its employees, agents and subcontractors.

H. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII unless otherwise acceptable to County.

I. Verification of Coverage

- (1) Contractor must furnish County with original certificates and endorsements effecting coverage required by this Contract.
- (2) The endorsements should be on forms provided by County or, if on other than County's forms, must conform to County's requirements and be acceptable to County.
- (3) County must receive and approve all certificates and endorsements before work commences.
- (4) However, failure to do so shall not operate as a waiver of these insurance requirements.
- (5) County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

8. BEST EFFORTS

Contractor warrants that Contractor will at all times faithfully, industriously and to the best of his/her/its ability, experience and talent, perform to County's reasonable satisfaction.

9. DEFAULT

A. If Contractor defaults in Contractor's performance, County shall promptly notify Contractor in writing. If Contractor fails to cure a default within 30 days after notification, unless otherwise specified, or if the default requires more than 30 days to cure and Contractor fails to commence to cure the default within 30 days after notification, then Contractor's failure shall terminate this Contract.

B. If Contractor fails to cure default within the specified period of time, County may elect to cure the default and any expense incurred shall be payable by Contractor to County.

C. If County serves Contractor with a notice of default and Contractor fails to cure the default, Contractor waives any further notice of termination of this Contract.

D. If this Contract is terminated because of Contractor's default, County shall be entitled to recover from Contractor all damages allowed by law.

10. INDEMNIFICATION

A. Contractor will indemnify, hold harmless and assume the defense of the County of Solano, its officers, employees, agents and elective and appointive boards from all claims, losses, damages, including property damages, personal injury, death and liability of every kind, directly or indirectly arising from Contractor's operations or from any persons directly or indirectly employed by, or acting as agent for, Contractor, excepting the sole negligence or willful misconduct of the County

of Solano. This indemnification shall extend to claims, losses, damages, injury and liability for injuries occurring after completion of Contractor's services, as well as during the progress of rendering such services.

B. Acceptance of insurance required by this Contract does not relieve Contractor from liability under this indemnification clause. This indemnification clause shall apply to all damages or claims for damages suffered by Contractor's operations regardless if any insurance is applicable or not.

11. INDEPENDENT CONTRACTOR

A. Contractor is an independent contractor and not an agent, officer or employee of County. The parties mutually understand that this Contract is by and between two independent contractors and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association.

B. Contractor shall have no claim against County for employee rights or benefits including, but not limited to, seniority, vacation time, vacation pay, sick leave, personal time off, overtime, medical, dental or hospital benefits, retirement benefits, Social Security, disability, Workers' Compensation, unemployment insurance benefits, civil service protection, disability retirement benefits, paid holidays or other paid leaves of absence.

C. Contractor is solely obligated to pay all applicable taxes, deductions and other obligations including, but not limited to, federal and state income taxes, withholding, Social Security, unemployment, disability insurance, Workers' Compensation and Medicare payments.

D. Contractor shall indemnify and hold County harmless from any liability which County may incur because of Contractor's failure to pay such obligations.

E. As an independent contractor, Contractor is not subject to the direction and control of County except as to the final result contracted for under this Contract. County may not require Contractor to change Contractor's manner of doing business, but may require redirection of efforts to fulfill this Contract.

F. Contractor may provide services to others during the same period Contractor provides service to County under this Contract.

G. Any third persons employed by Contractor shall be under Contractor's exclusive direction, supervision and control. Contractor shall determine all conditions of employment including hours, wages, working conditions, discipline, hiring and discharging or any other condition of employment.

H. As an independent contractor, Contractor shall indemnify and hold County harmless from any claims that may be made against County based on any contention by a third party that an employer-employee relationship exists under this Contract.

I. Contractor, with full knowledge and understanding of the foregoing, freely, knowingly, willingly and voluntarily waives the right to assert any claim to any right or benefit or term or condition of employment insofar as they may be related to or arise from compensation paid hereunder.

12. RESPONSIBILITIES OF CONTRACTOR

A. The parties understand and agree that Contractor possesses the requisite skills necessary to perform the work under this Contract and County relies upon such skills. Contractor pledges to perform the work skillfully and professionally. County's acceptance of Contractor's work does not constitute a release of Contractor from professional responsibility.

B. Contractor verifies that Contractor has reviewed the Scope of Work to be performed under this Contract and agrees that in Contractor's professional judgment, the work can and shall be completed for costs within the maximum amount set forth in this Contract.

C. To fully comply with the terms and conditions of this Contract, Contractor shall:

- (1) Establish and maintain a system of accounts for budgeted funds that complies with generally accepted accounting principles for government agencies;
- (2) Document all costs by maintaining complete and accurate records of all financial transactions associated with this Contract, including, but not limited to, invoices and other official documentation that sufficiently support all charges under this Contract;
- (3) Submit monthly reimbursement claims for expenditures that directly benefit Solano County;
- (4) Be liable for repayment of any disallowed costs identified through quarterly reports, audits, monitoring or other sources; and
- (5) Retain financial, programmatic, client data and other service records for 3 years from the date of the end of the contract award or for 3 years from the date of termination, whichever is later.

13. COMPLIANCE WITH LAW

A. Contractor shall comply with all federal, state and local laws and regulations applicable to Contractor's performance, including, but not limited to, licensing, employment and purchasing practices, wages, hours and conditions of employment.

B. Contractor warrants that all Contractor claims for payment or reimbursement by County will comply with the applicable Office of Management and Budget Circulars, particularly with respect to 2 CFR Part 225 and 2 CFR Part 230, as currently enacted or as may be amended throughout the term of this Contract.

14. CONFIDENTIALITY

A. Contractor shall prevent unauthorized disclosure of names and other client-identifying information, except for statistical information not identifying a particular client.

B. Contractor shall not use client specific information for any purpose other than carrying out Contractor's obligations under this Contract.

C. Contractor shall promptly transmit to County all requests for disclosure of confidential information.

D. Except as otherwise permitted by this Contract or authorized by the client, Contractor shall not disclose any confidential information to anyone other than the State without prior written authorization from County.

E. For purposes of this section, identity shall include, but not be limited to, name, identifying number, symbol or other client identifying particulars, such as fingerprints, voice print or photograph. Client shall include individuals receiving services pursuant to this Contract.

15. CONFLICT OF INTEREST

A. Contractor warrants that Contractor and/or Contractor's employees and/or their immediate families and/or Board of Directors and/or officers have no interest, including, but not limited to, other projects or independent contracts, and shall not acquire any interest, direct or indirect, including separate contracts for the work to be performed hereunder, which conflicts with the rendering of services under this Contract. Contractor shall employ or retain no such person while rendering services under this Contract. Services rendered by Contractor's associates or employees shall not relieve Contractor from personal responsibility under this clause.

B. Contractor has an affirmative duty to disclose to County in writing the name(s) of any person(s) who have an actual, potential or apparent conflict of interest.

16. DRUG FREE WORKPLACE

Contractor warrants that Contractor is knowledgeable of Government Code section 8350 et. seq., regarding a drug free workplace and shall abide by and implement its statutory requirements.

17. HEALTH AND SAFETY STANDARDS

Contractor shall abide by all health and safety standards set forth by the State of California and/or the County of Solano pursuant to the Injury and Illness Prevention Program. If applicable, Contractor must receive all health and safety information and training.

18. CHILD/ADULT ABUSE

If services pursuant to this Contract will be provided to children and/or elder adults, Contractor warrants that Contractor is knowledgeable of the Child Abuse and Neglect Reporting Act (Penal Code section 11164 et seq.) and the Elder Abuse and Dependent Adult Civil Protection Act (Welfare and Institutions Code section 15600 et seq.) requiring reporting of suspected abuse.

19. INSPECTION

Authorized representatives of County, the state and/or the federal government may inspect and/or audit Contractor's performance, place of business and/or records pertaining to this Contract.

20. NONDISCRIMINATION

A. In rendering services under this Contract, Contractor shall comply with all applicable federal, state and local laws, rules and regulations and shall not discriminate based on age, ancestry, color, gender, marital status, medical condition, national origin, physical or mental disability, race, religion, sexual orientation, or other protected status.

B. Further, Contractor shall not discriminate against its employees, which includes, but is not limited to, employment upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

21. SUBCONTRACTOR AND ASSIGNMENT

A. Services under this Contract are deemed to be personal services.

B. Contractor shall not subcontract any work under this Contract nor assign this Contract or monies due without the prior written consent of the County's Contract Manager, the County's applicable Department Head or his or her designee and the County Administrator subject to any required state or federal approval.

C. If County consents to the use of Subcontractors, Contractor shall require and verify that its subcontractors maintain insurance meeting all the requirements stated in Section 7 above.

D. Assignment by Contractor of any monies due shall not constitute an assignment of the Contract.

22. UNFORESEEN CIRCUMSTANCES

Contractor is not responsible for any delay caused by natural disaster, war, civil disturbance, labor dispute or other cause beyond Contractor's reasonable control, provided Contractor gives written notice to County of the cause of the delay within 10 days of the start of the delay.

23. OWNERSHIP OF DOCUMENTS

A. County shall be the owner of and shall be entitled to possession of any computations, plans, correspondence or other pertinent data and information gathered by or computed by Contractor prior to termination of this Contract by County or upon completion of the work pursuant to this Contract.

B. No material prepared in connection with the project shall be subject to copyright in the United States or in any other country.

24. NOTICE

A. Any notice necessary to the performance of this Contract shall be given in writing by personal delivery or by prepaid first-class mail addressed as stated on the first page of this Contract.

B. If notice is given by personal delivery, notice is effective as of the date of personal delivery. If notice is given by mail, notice is effective as of the day following the date of mailing or the date of delivery reflected upon a return receipt, whichever occurs first.

25. NONRENEWAL

Contractor acknowledges that there is no guarantee that County will renew Contractor's services under a new contract following expiration or termination of this Contract. Contractor waives all rights to notice of non-renewal of Contractor's services.

26. COUNTY'S OBLIGATION SUBJECT TO AVAILABILITY OF FUNDS

A. The County's obligation under this Contract is subject to the availability of authorized funds. The County may terminate the Contract, or any part of the Contract work, without prejudice to any right or remedy of the County, for lack of appropriation of funds. If expected or actual funding is withdrawn, reduced or limited in any way prior to the expiration date set forth in this Contract, or any subsequent Amendment, the County may, upon written Notice to the Contractor, terminate this Contract in whole or in part.

B. Payment shall not exceed the amount allowable for appropriation by the County Board of Supervisors. If the Contract is terminated for non-appropriation:

- i. The County will be liable only for payment in accordance with the terms of this Contract for services rendered prior to the effective date of termination; and
- ii. The Contractor shall be released from any obligation to provide further services pursuant to this Contract that are affected by the termination.

C. Funding for this Contract beyond the current appropriation year is conditional upon appropriation by the Board of Supervisors of sufficient funds to support the activities described in this Contract. Should such an appropriation not be approved, this Contract will terminate at the close of the current Appropriation Year.

D. This Contract is void and unenforceable if all or part of federal or State funds applicable to this Contract are not available to County. If applicable funding is reduced, County may either:

- (1) Cancel this Contract; or,
- (2) Offer a contract amendment reflecting the reduced funding.

27. CHANGES AND AMENDMENTS

A. County may request changes in Contractor's scope of services. Any mutually agreed upon changes, including any increase or decrease in the amount of Contractor's compensation, shall be effective when incorporated in written amendments to this Contract.

B. The party desiring the revision shall request amendments to the terms and conditions of this Contract in writing. Any adjustment to this Contract shall be effective only upon the parties' mutual execution of an amendment in writing.

C. No verbal agreements or conversations prior to execution of this Contract or requested Amendment shall affect or modify any of the terms or conditions of this Contract unless reduced to writing according to the applicable provisions of this Contract.

28. CHOICE OF LAW

The parties have executed and delivered this Contract in the County of Solano, State of California. The laws of the State of California shall govern the validity, enforceability or interpretation of this Contract. Solano County shall be the venue for any action or proceeding, in law or equity that may be brought in connection with this Contract.

29. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

Contractor warrants that it is knowledgeable of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and its implementing regulations issued by the U.S. Department of Health and Human Services (45 C.F.R. Parts 160-64) regarding the protection of health information obtained, created, or exchanged as a result of this Contract and shall abide by and implement its statutory requirements.

30. WAIVER

Any failure of a party to assert any right under this Contract shall not constitute a waiver or a termination of that right, under this Contract or any provision of this Contract.

31. CONFLICTS IN THE CONTRACT DOCUMENTS

The Contract documents are intended to be complementary and interpreted in harmony so as to avoid conflict. In the event of conflict in the Contract documents, the parties agree that the document providing the highest quality and level of service to the County shall supersede any inconsistent term in these documents.

32. FAITH BASED ORGANIZATIONS

A. Contractor agrees and acknowledges that County may make funds available for programs or services affiliated with religious organizations under the following conditions: (a) the funds are made available on an equal basis as for programs or services affiliated with non-religious organizations; (b) the program funded does not have the substantial effect of supporting religious activities; (c) the funding is indirect, remote, or incidental to the religious purpose of the organization; and (d) the organization complies with the terms and conditions of this resolution.

B. Contractor agrees and acknowledges that County may not make funds available for programs or services affiliated with a religious organization (a) that has denied or continues to deny access to services on the basis of race, color, religion, ancestry, national origin, sex, citizenship, or known disability; (b) will use the funds for a religious purpose; (c) will use the funds for a program or service that subjects its participants to religious education.

C. Contractor agrees and acknowledges that all recipients of funding from County must: (a) comply with all legal requirements and restrictions imposed upon government-funded activities set forth in Article IX, section 8 and Article XVI, section 5 of the California Constitution and in the First Amendment to the United States Constitution; and (b) segregate such funding from all funding used for religious purposes.

33. PRICING

Should Contractor, at any time during the term of this Contract, provide the same goods or services under similar quantity, terms and conditions to one or more counties in the State of California at prices below those set forth in this Contract, then the parties agree to amend this Contract so that such lower prices shall be extended immediately to County for all future services.

34. USE OF PROVISIONS, TERMS, CONDITIONS AND PRICING BY OTHER PUBLIC AGENCIES

Contractor and County agree that the terms of this Contract may be extended to any other public agency located in the State of California, as provided for in this section. Another public agency wishing to use the provisions, terms, and pricing of this Contract to contract for equipment and services comparable to that described in this Contract shall be responsible for entering into their own contract with Contractor, as well as providing for their own payment provisions, making all payments, and obtaining any certificates of insurance and bonds that may be required. County is not responsible for providing to any other government agency any documentation relating this Contract or its implementation. Any government agency that uses provisions, terms, or pricing of this Contract shall by virtue of doing so be deemed to indemnify and hold harmless County from all claims, demands, or causes of actions of every kind arising directly or indirectly with the use of this Contract. County makes no guarantee of usage by other users of this Contract nor shall the County incur any financial responsibility in connection with any contracts entered into by another

government agency. Such other government agency shall accept sole responsibility for placing orders and making payments to Contractor.

35. DISBARMENT OR SUSPENSION OF CONTRACTOR

A. Contractor warrants that its officers, directors and employees (i) are not currently excluded, debarred, or otherwise ineligible to participate in the federal health programs as defined in 42 USC § 1320a-7b(f) (the "Federal Healthcare Programs") or any state healthcare programs; (ii) have not been convicted of a criminal offense related to the provision of healthcare items or services but have not yet been excluded, debarred, or otherwise declared ineligible to participate in the Federal Healthcare Programs or any state healthcare programs, and (iii) are not, to the best of its knowledge, under investigation or otherwise aware of any circumstances which may result in Contractor being excluded from participation in the Federal Healthcare Programs or any state healthcare programs.

B. This representation and warranty shall be an ongoing representation and warranty during the term of this Contract and Contractor must immediately notify the County of any change in the status of the representations and warranty set forth in this section.

C. If services pursuant to this Contract involve healthcare programs, Contractor agrees to provide certification of non-suspension with submission of each invoice. Failure to submit certification with invoices will result in a delay in County processing of Contractor's payment.

36. EXECUTION IN COUNTERPARTS

This Agreement may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument, it being understood that all parties need not sign the same counterpart. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a ".pdf" format data file, such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or ".pdf" signature page were an original signature.

37. LOCAL EMPLOYMENT POLICY

Solano County desires, whenever possible, to hire qualified local residents to work on County projects. A local resident is defined as a person who resides in, or a business that is located in, Solano County. The County encourages an active outreach program on the part of its contractors, consultants and agents. When local projects require subcontractors, Contractor shall solicit proposals for qualified local residents where possible.

38. ENTIRE CONTRACT

This Contract, including any exhibits referenced, constitutes the entire agreement between the parties and there are no inducements, promises, terms, conditions or obligations made or entered into by County or Contractor other than those contained.

Attachment 8.1

DESCRIPTION OF PAST COUNTY DISPLAYS

RFQ G99-0908-14

The County Display at the California State Fair has received dozens of awards, including the Best of Show, Gold Award and the People's Choice Award. A consistent component of the Display is a fun interactive and informative experience that provides visitors a positive and memorable impression of Solano County. The following provides a synopsis of common features of past displays to assist in responding to this RFQ.

Historical components of County Displays include:

- 16 x 16 island configuration (visible from all four sides) with the ability for visitors to walk through and interact with elements of the Display. The Display has been built as free-standing structures that meet necessary building standards to allow people to safely work in and around the structures.
- Incorporated fresh fruits, vegetables and other agriculture products and equipment into the Display to promote the county's agricultural heritage. The majority of these products have been provided by sponsors.
- Incorporated elements that promoted the county as a tourism destination and distributed associated promotional literature and product samples of sponsors. Displays have also incorporated tributes to Travis Air Force Base and conveyed other aspects of the county's historical significance.
- Incorporated original art and craftsmanship, whimsical foam characters, and historical artifacts and replicas to convey the theme.
- Elements of the Display have involved moving parts, including rotating photo displays and characters, and elements hanging from the ceiling.
- Incorporated electronic media, such as videos and music.
- Staffed the Display with more than 100 volunteer Ambassadors to interact with visitors, distribute literature and promotional product samples. Each volunteer received a shirt, ticket to the State Fair and a parking pass. Coordination of volunteers was done to meet background check requirements of Megan's Law.

2014 Display



2013 Display



2012 Display



2011 Display



Attachment 8.2

COUNTIES EXHIBIT PROGRAM HANDBOOK

RFQ G99-0908-14

Attached is the Counties and Exhibit Program Handbook for the 2014 California State Fair. The handbook for the 2015 California State Fair will be distributed by the California Exposition & State Fair in the November 2015 timeframe.



COUNTIES EXHIBIT PROGRAM HANDBOOK

HOW TO ENTER, RULES AND
GENERAL INFORMATION

2014 CALIFORNIA STATE FAIR

July 11 – 27, 2014

TABLE OF CONTENTS

General Information & 2014 Program Updates	3
Schedule of Events	4
How to Enter & Entry Requirements.....	5
General Program Information & Competition Rules.....	6-8
Exhibit Design Rules.....	9-11
Installation Rules and Requirements.....	12-13
Special Assistance for Installation.....	14-15
Judging	16-18
Awards.....	18-21
Exhibit Maintenance & Maintenance Judging.....	21-22
Fair Closing Procedures.....	23
2013 Award Winners.....	24

KEY CONTACT INFORMATION

Primary Contact:

Sonya Logman
External Affairs Director
916-263-4008
slogman@calexpo.com

Secondary Contact:

Greg Kinder
Deputy Manager, Programs
916-263-3033
gkinder@calexpo.com

Program Assistant:

To Be Determined
916-263-3277
countiesexhibits@calexpo.com

Mailing Address (All Forms):

California Exposition & State Fair
ATTN: Counties Exhibits Program
P.O. Box 15649
Sacramento, CA 9585

Street Address (For Deliveries):

California Exposition & State Fair
ATTN: Counties Exhibits Program
1600 Exposition Boulevard
Sacramento, CA 95815

Physical Exhibit Location:

California Building
Buildings A & B

INTRODUCTION

Celebrating its 161st anniversary in the upcoming year, the California State Fair is focused on showcasing our state's rich history and the bright future ahead of us. As we anticipate over 700,000 visitors in just 17 days, our exhibits will feature the best of California's talents!

Our unique Counties Exhibit Program was first introduced at the California State Fair in the late 1870's. It is the only competition of its kind in the country, providing a showcase of all counties within a state. The sense of pride and discovery by both the Counties and fairgoers are unrivaled with the 3-D interactive exhibits we feature each year.

Participants are encouraged to present any combination of subjects to enhance the compelling representation of the County by incorporating other elements including, but not limited to: art, commerce, culture, ethnic heritage, history, industry, life-style, natural resources, recreation, and tourism. In addition, the State Fair encourages groups and organizations to develop and build counties exhibits. Such groups include local communities, cultural groups, economic development corporations, local government agencies, tourism councils, university and college groups, historical societies, festivals, county and district fairs, museums, chambers of commerce, art councils, boards of trade, industry, businesses, as well as youth and service organizations.

ANNUAL PROGRAM THEME

American fairs were formed to showcase and share the best ideas citizens had to offer to one another, in order to advance the quality of life for all. Fairs roots are deep in agriculture and technology, and bring together best practices. From the importance of animal husbandry at one of our first fairs in Massachusetts to ground breaking DNA testing at the California State Fair, we have always been a place to showcase innovation in agriculture. As our communities continue to reconnect with agriculture and food, the State Fair sees great benefit in focusing our Counties Exhibit Program on a theme that visitors can capture and relate to, "From (our) County to Your Table". Everyone has a different definition of the Farm-to-Fork movement, each county has its own agricultural products, and there are many other highlights to be made – that we challenge each County to bring to the forefront.

WHAT'S NEW IN 2014?

- **2014 Counties Exhibits Theme: "From (our) County to Your Table"**
- Statement of Purpose is no longer required.
- Cash bonus for Special Awards has returned.
- Gold, Silver, Bronze and Honorable Mention Awards will be awarded in each Division. The Special Awards and Best of Show awards will be awarded irrespective of Division.
- Storage space for each county will be assigned and marked.
- With the exception of the Special Assistance Request, moved to one deadline for all Forms.

PRELIMINARY SCHEDULE OF EVENTS

Fri, February 21, 2014..... OFFICIAL COUNTIES EXHIBIT ENTRY FORM & PROOF OF INSURANCE DUE

Thurs, April 24, 2014 Pre-Fair Counties Exhibits Meeting & Final Space Allocation

Fri, May 30, 2014..... Promotional Items and/or Handout Samples Must be Submitted for Review

Fri, May 30, 2014 Special Assistance Request Form Due

Friday, June 20, 2014 ALL OTHER FORMS DUE

- Credentials Request Form (Builders, Maintenance, Staffing)
- Maintenance Badge Request
- Exhibit Staffing Schedule & List
- Megan's Law Form (Builders, Maintenance, Staffing)
- Awards Event RSVP Form (Reps and Builders)
- Additional Ribbon/Plaque Purchase Request Form
- Superintendent's Award Statement

Fri, June 20, 2014..... California Building available to builders

Tues, June 24, 2014..... Special Assistance 8:00 am - 2:00 pm

Thurs, June 26, 2014..... Special Assistance 8:00 am - 2:00 pm

Tues, July 1, 2014 Special Assistance 8:00 am - 2:00 pm

Thurs, July 3 2014..... Special Assistance 8:00 am - 2:00 pm

Thurs, July 3, 2014 *Updated Insurance Certification Due (if coverage year is July 1 – June 30)*

Thurs, July 3, 2014 MANDATORY COUNTY REPRESENTATIVE/BUILDERS MEETING (1:30 pm)

Mon, July 7, 2014 Saw / Spray Paint Cut-Off (10:00 am)

Mon, July 7, 2014 **\$150 premium deduction for any exhibit build NOT started by 4:30 pm**

Wed, July 9, 2014..... Exhibit builds must be completed no later than 5:00 pm

Thurs, July 10, 2014 Judging Day (all last minute adjustments must be completed by 7:30 am)

Thurs, July 10, 2014 Judging Day Oral Presentation by County Representatives (begins 9:00 am)

Fri, July 11, 2014..... OPENING DAY! (161st California State Fair opens 10:00 am)

Fri, July 11, 2014..... Annual Counties Exhibits Awards Ceremony and Dinner (Social hour will start at 3:00 pm and awards will be presented at 4:00 pm)

Mon, July 14, 2014 Supplemental Credential Request & Megan's Law Form due

Tues, July 15 & Fri, 18, 2014 .. Maintenance Judging

Tues, July 22 & Fri, 25, 2014 .. Maintenance Judging

Sun, July 27, 2014..... Closing Day (Fair closes at 10:00 pm, Removal Permits issued around 11:00 pm)

Mon, August, 4 2014 All exhibits and materials must be removed by 5:00 pm

October 2014..... Steering Committee Meeting

November 2014..... Counties Exhibits Fall Meeting

Note: Dates and times are subject to change. Updates will be sent to participating counties on a regular basis.

HOW TO ENTER & ENTRY REQUIREMENTS

Entry forms may be faxed or emailed but a signed original is recommended.

There is no entry fee to enter or participate in the Counties Exhibits Program.

Entries are limited to one entry per county.

Exhibit space must be requested on the Official Counties Exhibits Entry Form. In an effort to provide spaces as soon as possible, we will begin accepting forms as early as February 21. **Entries must be received no later than 4:30 p.m., March 21, 2014.**

Entry forms must be signed by one of the following: the County Board of Supervisor's Chairperson, the Clerk of the Board or the Chief Executive Officer of the County.

Two or more counties may enter into one joint exhibit – in which case, each County Board of Supervisors is required to submit an Official Counties Exhibits Entry Form.

Entry forms must include the award payee's contact information, including: name, title, organization, mailing address, telephone number and email address. The payee is the person or organization designated to receive the Cash Award (Premium) (i.e., County Board of Supervisors, visitor's bureau, arts council, builder, etc.)

Payee Data Record Form (STD 204) must accompany the Entry. This particular form is not required if the payee is a government agency.

Each entry shall provide proof of commercial General Liability Insurance and proof of Worker's Compensation Insurance. For more information on minimum coverage, please see the competition rules section of this handbook.

Upon signature of the Counties Exhibits Official Entry Form, all exhibitors are responsible for adhering to procedures, rules and regulations found in this Official Counties Exhibits Handbook.

The exhibitor takes responsibility for interpretation of rules for County Representatives and other designated representative(s).

Please note, rules found in this handbook are unique to the California State Fair and are not subject rules published in other district agricultural association or County rules handbooks, or by the Division of Fairs and Expositions of the California Department of Food and Agriculture.

The Fair reserves the right to reject subject matter it deems inappropriate for exhibits at the State Fair.

GENERAL PROGRAM INFORMATION & COMPETITION RULES

GENERAL RULES

Each year the California State Fair publishes General Rules which apply to all competitions, programs and exhibitors. Exhibitors are required to obtain a copy of this document and to adhere to those rules applicable to the Counties Exhibits Program. In every case, the General Rules are the overriding authority.

The most current version of California State Fair's General Rules Handbook is available online at our website.

ANNUAL AWARD CEREMONY

Official announcement of Judging Results will take place on opening day of the Fair, Friday, July 11, 2014 at the Clubhouse in the Cal Expo Grandstands. Social hour will start at 3:00 pm and the awards will be presented at 4:00 pm. This event has traditionally included a buffet meal and a formal photograph of each County group present including the Appointed Representative, County Officials, and the builder(s) whether they are volunteers or contractors. The program will furnish five free admission (including fair admission) passes to this event. Additional admission passes may be purchased using the RSVP form.

CREDENTIAL REQUESTS & MEGAN'S LAW FORM

County Representatives & Officials

Between the morning of Friday, July 11, 2014 and 10:00 p.m. on Sunday, July 27, 2014, all persons entering Cal Expo through any gate must have a valid credential (or admission ticket). This applies to all fair visitors, including County Officials. In addition, all adults who will be present or staffing the County Exhibit during operating hours of the State Fair are required to submit a Megan's Law Form. The California State Fair will issue credentials and parking passes only upon receipt of the Staffing Credentials Request Form and Megan's Law forms. **Note: Staffing Credentials will be provided for exhibit staffing purposes only.** *The fair has a discount purchase program for counties requiring credentials other than being used for staffing the exhibit; please contact us for information regarding a purchase.*

Professional Builders

Professional Builders doing exhibit maintenance must submit a Credential Request Form listing all employees expected on Cal Expo grounds and a Megan's Law Form for each individual.

Exhibit Staff and/or Exhibit Volunteers

The State Fair encourages and recommends providing paid or volunteer staff to enhance the fairgoer experience. Knowledgeable representatives from your County help provide a meaningful presentation by assisting fairgoers with questions and additional information. Similar to other types of participants, each staff member or volunteer must be included on a Credential Request Form and must submit a Megan's Law Form.

Exhibit Staff are required to sign in at The Friends of the Fair Information Booth located in the California Building prior to beginning their shift. Exhibitors are expected to provide the Program Coordinator with a current "Staffing Form" that serves as sign-in sheets.

Some days and times are busier than other and State Fair staff can offer historical information to assist you in determining appropriate staffing needs.

When selecting your representatives we recommend the following guidelines:

- Staff should be residents, have worked or attended school in the County they represent.
- Staff should be knowledgeable about the County and features of the Exhibit.
- Staff who are willing to dress in uniform or costume, unique to the County or any activities of the County, are encouraged.
- ***Absolutely no personal business promotions may be conducted within the exhibit.***
- ***No eating, drinking, or smoking shall be allowed within the exhibit.***

DRAWINGS/RAFFLES

Any drawing must be approved in advance by Cal Expo.

Raffles cannot require payment of money or other items of value. Only free drawings that comply with all applicable federal, state and local statutes and ordinances will be permitted.

Solicitation for the drawing must take place only the exhibitor's designated space. Only the Exhibitor or designee may facilitate any drawings. There may be no games, gambling, or any other activity on the premises in which money is used as a prize, or premium, nor can you buy back discount coupons for cash.

Any information obtained from an individual entering any drawing may be used strictly by the Exhibitor for purposes of the drawing, and may not be sold, given, or transferred to any another company or individual. Any and all contact information collected must be provided to Cal Expo in digital/excel format.

Your drawing slips may only ask for name, address, email address, phone number or other appropriate demographic questions. **A sign stating the following rules must be next or affixed to the box for entries:**

- Need not be present to win.
- No purchase necessary.
- Entry forms also available at _____

(There must be an alternate location with no admission charge, such as a web site or a social-media site; entry must be available at this alternate location for the entire length of the fair.)

All approved drawings must be held no later than 6:00 PM on the closing day of the State Fair. Holding your drawing after this deadline makes it invalid and may affect your ability to hold drawings/raffles any future Cal Expo event, including the annual State Fair.

HANDOUTS

The State Fair must approve all handouts, including any written materials for distribution or display. Deadline for submission of handouts for approval is listed in the Schedule of Events. The State Fair reserves the right to reject any materials for presentation or distribution.

Promotional items with company/corporate logos (like bags, hats, fans, visors, shirts, etc.) are generally not approved, particularly if the company is not an official sponsor of the California State Fair. Counties may provide a sample product that is relevant to the Exhibit to the Counties Exhibits Program Supervisor. Such sample product must be identified and approved in advance, submitted no later than the deadline listed in the Schedule of Events.

Marketing collateral such as recreational and tourism brochures, County printed information, historical pamphlets, event flyers, product or company information, etc. are encouraged, but must be approved in advance.

Edible items to be handed out must be in factory-sealed individual portion packages and approved in advance.

PAYEE DATA RECORD FORM (STD 204)

All payees designated on the Official Entry Form must fill out, sign and submit to us a Payee Data Record Form (STD 204), as required by the IRS. If the payee is a government agency (County, City, etc.) the form is not required. Even if the payee for 2014 is the same as 2013 (and there are no changes), a new form must be submitted. Sole proprietor contractors and other payees should make sure that the payee name on the Official Entry Form and the payee name on the Payee Data Record Form (STD 204) match.

REQUIRED INSURANCE

General Liability Insurance: At all times while the County, its agents or contractors have access to Cal Expo grounds, (June 20, 2014 through August 4, 2014), the County be responsible for maintaining proof of commercial general liability insurance coverage, with minimum coverage of at least \$1,000,000.00 per occurrence (combined single limit for bodily injury and property damage and cover damages for bodily injury, property damage, personal injury liability, and products and completed operations liability). The general liability insurance coverage shall include the following provision: State of California, California Exposition & State Fair, its agents, officers, directors, employees, and servants are made additional insured but only insofar as the operations under this agreement are concerned. If the County or representative is self-insured, the County must provide documentation as such. Under certain circumstances, Cal Expo may assist a county representative with information regarding purchase of short-term liability coverage.

Worker's Compensation Insurance: All employees or agents (including volunteers) of County shall be covered by workers' compensation insurance. Worker's compensation insurance will not be provided by Cal Expo. Any Contractor who may be in contract with a County that does not include or provide Worker's Compensation Insurance must provide proof of separate and appropriate insurance coverage.

Proof of insurance coverage as described above is due with your Entry Form.

RV PARKING

RV Parking is available at Cal Expo. To make reservations call 916/263-3187. Residing (camping, house trailers, mobile RV's, etc.) on the fairgrounds is not allowed except in the designated RV area.

STATEMENTS

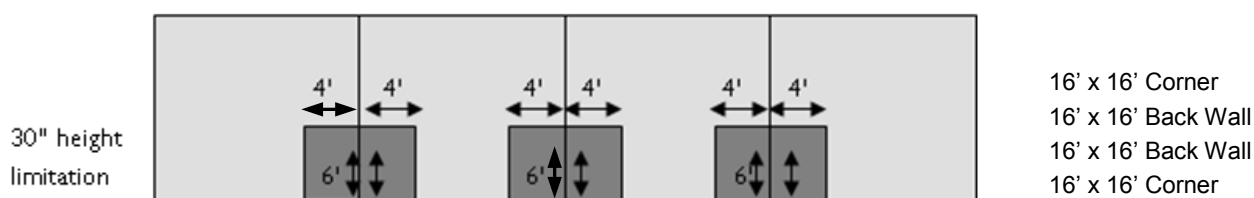
Political and/or religious statements or opinions are not intended to be displayed in this competitive exhibit program. Organizations or individuals wishing to express political, religious or other beliefs may utilize designated zones outlined within our Free Expression Policy (available at our website online or upon request).

EXHIBIT DESIGN RULES

1. A County Exhibit may present any subject or combination of subjects determined by the representative of the County, including: agriculture, natural resources, prevalent industry, commerce, art, recreation, tourism, culture, ethnic heritage, life-style, history, etc. The purpose of the exhibit is to *market* the County, while presenting information in an imaginative and creative fashion.
2. All County Exhibits (including joint exhibits by two or more counties) will be provided a 16' x 16' (256 sq. ft.) corner, back wall, island or diamond exhibit space. If any exhibit size allocated by the State Fair varies, then awards will be determined by the State Fair. The State Fair reserves the right to assign or limit space, as it deems appropriate. Please note: due to building restrictions, some exhibits will be placed side-by-side with no space between them.

The height restriction of each exhibit is the ceiling height of the building which is approximately (30) thirty feet. Some exhibits located against a wall(s) or under a mezzanine may have other height restrictions. In cases where exhibits are side-by-side, a height restriction will be enforced to ensure consistency among exhibits. Exhibit elements within the first 6' x 4' space on both sides of the exhibit may not exceed 30" in height including side walls (Refer to Diagram "A").

Diagram A — height restrictions on adjoining exhibits



Height restrictions do not apply to islands or spaces without an adjoining exhibit. All sidewalls must be completely finished including back of sidewall when neighboring exhibit does not use that space.

3. Components of the exhibit must remain within the boundary of the exhibit space. ***There are no exceptions.*** Exhibitors are not required to fill the entire allotted space, except for where an island space meets with another island space at a corner.
4. Exposed portions of the exhibit visible from the mezzanine and stairways must be finished (covered, enclosed, painted, etc.). The finish should be consistent with the rest of the exhibit and includes storage areas exposed to viewing.
5. Storage attachments must be finished (top and exposed sides) and since they are not part of the exhibit, the design and color must be neutral not to distract or be part of the actual exhibit. In most cases, black painted surfaces or draping is recommended for walls and ceilings. Storage areas incorporated within the allotted exhibit space are acceptable and do not need official approval although are considered part of the exhibit.

6. Exhibits against an exterior building wall or in a corner must obtain approval from the Counties Exhibits Coordinator when constructing storage areas between the exhibit space and the California Building wall (outside the allotted exhibit space).
7. Lights are permitted if aesthetically incorporated into exhibit design.
8. All signage must be of graphic artist quality.
9. Sponsors may be recognized within the Exhibit only when recognition does not detract from the purpose of the Exhibit, which is to market the *county* rather than the sponsor. Recognition should be consistent with the design, craftsmanship and overall quality of the exhibit. For example, professional signage that lists all sponsor names, labeling of donated product, and professional photographs recognizing sponsors is acceptable.
10. The specific type of produce, products, and/or artifacts originally placed within the exhibit must remain consistent throughout the duration of the Fair. It is required that like items be substituted with like items (i.e.; grapes with grapes, wine with wine, art with art, furniture with furniture, etc.) Signage must also be changed when substitutions are made.
11. No paper plates may be used for display of commodities.
12. Two-dimensional displays designed for a typical trade show will not be accepted for judging. If a two-dimensional display has been enhanced using products, produce and/or artifacts the Exhibit may qualify for judging. Two-dimensional displays, commonly referred to as "Pop-Up Displays", are defined as a simple fold out back wall unit with a small counter placed in front.
13. A joint exhibit by two or more counties is acceptable and encouraged. In cases where two or more counties use one space, one Cash Award (Premium) will be awarded to the exhibit. In cases where counties use more than one space, one premium for the judges score would be provided for each space used. However, the Exhibit will be eligible for only award one Special Award, i.e. Best Content, Best of Show, Best Design Awards etc., regardless of the number of Counties represented within a space or series of spaces.
14. Each exhibit must include a map of California to provide geographical awareness of the County to patrons. Maps should at minimum outline the border of the entire state, highlight the location of the county within the state, and list the name and location of the county seat. Detailed maps with roads, cities, etc. are *not* required. This map must be consistent with the overall style and level of presentation within the exhibit. Maps must be a minimum of 320 square inches (i.e. 16" x 20").
15. Exhibits are required to have the California State Fair Rosettes on display immediately after the Awards Presentation but no later than July 11, 2014 (8:00 pm) to the close of the State Fair on July 27, 2014 (10:00 pm). It is each Exhibitor's responsibility to clearly identify to State Fair Staff a location for Rosette placement. Requirements for displaying rosettes are:
 - a. Rosettes must be displayed in a prominent location within the exhibit.
 - b. **Rosettes must be displayed within three feet of the front railing.** All four sides will qualify as front on an island exhibit.

16. Exhibitors are responsible for following rules and guidelines from the current Access Guide: Survey Checklist in the American with Disabilities Act to ensure appropriate access of each Exhibit. A copy of the Access Guide or information regarding the Americans with Disabilities Act can be obtained at <http://www.ada.gov> or by calling the ADA Information line: 1-800-514-0301.

Exhibits that are not in compliance with ADA guidelines at the time of judging may have points deducted from their overall score and the County Representative will be notified of the non-complaint conditions. The Representative will be given an opportunity to correct non-compliant conditions, but, until corrected, the Exhibit may be cordoned off and not accessible to fair visitors.

17. If an exhibit clearly provides a physical structure (i.e., chair, counter, riser, etc.) to be used as seating or standing station for staffing purposes within the Exhibit, the following conditions apply:
 - a. Must be consistent with the overall style and level of presentation within the designated exhibit space.
 - b. **The Exhibit Representative or Volunteer must be within the designated exhibit space.**
 - c. Professional signage must be provided at this station when representative are scheduled to be in attendance. For example, "A county representative will be here daily from 10:00am to 6:00pm."

INSTALLATION REQUIREMENTS

1. Exhibits are restricted to the space designated by the State Fair.
2. **A \$150.00 Premium Deduction will be charged if Exhibit construction/installation has not begun by 4:30 pm on Monday, July 7, 2014.** An additional \$150.00 will be deducted every 24 hours following July 7, 2014 through July 10, 2014.
3. Saw/Spray Cut-Off is 10:00 am on July 7, 2014. This cut-off includes power and handsaws and the use of spray paint in the interior of the California Building.
4. No exhibits, decorations or fixtures may be attached to any structural portion of the California Building without prior approval.
5. Exhibitors will be permitted to suspend decorations and/or components from the building ceiling trusses. A maximum of 100 pounds may be suspended per Exhibit.
 - a. Exhibit builders will not be permitted in the ceiling area. The State Fair will attach and drop the necessary cables for suspension purposes.
 - b. Suspension Requests must be submitted on the Special Assistance Request Form (refer to Special Assistance Requests outlined on page 14).
 - c. Exhibitors are required to be present during suspension of decorations and/or components.
6. Exhibitors and builders are to exercise caution and take appropriate preventative measures to keep paint, solvents and cleaning materials from coming in contact with any wall and floor surfaces. **Restroom sinks may not be used for cleaning paintbrushes and equipment.** Temporary wash sinks will be installed to clean paintbrushes and equipment in two designated locations.
7. **Builders will be required to deposit trash and debris generated into provided bins on a daily basis.** This includes remaining materials after dismantling exhibits. All materials must be broken down to fit into bins provided either inside or outside the building. Failure to do so may result in a Premium deduction.
8. Sound-producing exhibits may not cause annoyance or inconvenience to other Exhibitors or visitors.
9. If there are electrical devices incorporated into the design, the location of power switches and directions for their operation must be accessible to Cal Expo staff in case of emergency.
10. The California Building will be available beginning 8:00 am, June 20, 2014. Building hours are from 8:00 a.m. - 5:00 p.m., Monday through Friday. If a representative wishes to use the building for any other hours, arrangements must be made in advance with Cal Expo staff.
11. No storage facilities are available on the fairgrounds before, during or after the annual fair other than the dry storage areas assigned for storage of literature and/or other handouts during the fair.

12. Cal Expo will provide electric power to each exhibit space as described in Electrical Service Requests (refer to Special Assistance Requests outlined on page 14). Cal Expo will provide only the standard exhibit hall ceiling lighting (no theatrical lighting). Exhibitors wishing to bring, rent or install their own lighting must consult with the appropriate Cal Expo staff prior to installing their lighting.
13. In cases where the Exhibit power is to be turned on or off during an emergency or during other times, power switches and directions for their operation must be identified and accessible to appropriate Cal Expo staff prior to official judging.
14. All exhibits and exhibit material will be inspected regularly by the State Fire Marshal's Office and are required to meet all standards and safety requirements. The State of California, Office of the State Fire Marshal, fire and life safety requirements shall be applicable to any Exhibit space. All drapes, hangings, curtains, drops and all other decorative material, including Christmas trees, that would tend to increase the fire and panic hazard shall be made of non-flammable materials, or shall be treated and maintained in a flame-retardant condition by means of a flame-retardant solution or process approved by the State Fire Marshal. Additional information (including booth construction/location, fire safety tips, electrical and fire extinguishers requirements) may be obtained from the Office of the State Fire Marshal, 1131 "S" Street, Sacramento, CA 95814 or by phone at: 916/445-8550.
15. Exhibitors will be required to reimburse and pay the California State Fair for any damages to real property, including the A/B Building floor, walls, outlets, etc., which Exhibitors may cause during the installation or building, actual exhibit period, or tear down/removal period. ***Cal Expo reserves the right to seek reimbursement for damages by deducted the appropriate amount from Premiums owed.***

SPECIAL ASSISTANCE REQUESTS

Each county will be eligible for a maximum of two hours of Cal Expo assistance (i.e. forklift, cable attachment, boom lift) at no charge. Assistance will be available on four specific days during exhibit set-up (see Schedule of Events). Requests must be made on the Special Assistance Request Form and received no later than 4:30 pm, May 30, 2014. Assistance provided beyond the two-hour period will be charged at the Cal Expo Reimbursable Normal Rate. The Special Assistance Support dates will be June 24, June 26, July 1, and July 3, 2014 from 8:00 am. to 2:00 pm.

DRY STORAGE

Limited dry storage areas may be available for those Exhibitors not wishing to utilize exhibit space for storage. These areas will be limited to use during the State Fair only. Areas will be assigned by Cal Expo Staff and marked off for the use of the Counties. No flammables are permitted in any storage area. **Storage space is limited and the Fair asks you to be efficient in your use of the space.** The State Fair is not responsible for theft or damage to materials in this storage space or within the exhibit.

Exhibitors are encouraged to keep all storage areas clean and tidy so that volunteers may easily locate handouts and other supplies that will need to be replenished during the State Fair.

GENERAL ELECTRICAL INFORMATION

The Fair will install a system of mains for distribution of light and power to buildings and will supply the following kinds of services:

- **Power Service** will be an alternating current, 60 cycles, single phase and three-phase current, at an approximate voltage of 208 volts, or 120 volts for single phase and 208 volts for three phases. No direct current will be furnished.
- **Electrical Service** will be brought to each Exhibit by the State Fair to meet ordinary requirements as listed below, via overhead drop cords, the wall or floor. **Exhibitors may NOT to use electrical wall fixtures.**
- **Single Phase Motors** will not be over one (1) horsepower in size for 120 volts, or five (5) horsepower if served at 208 volts.

ELECTRICAL SERVICE

Due to the California energy conservation efforts, the maximum electrical service available to each exhibit space is **one (1) 20 AMP circuit. One 20 AMP circuit includes 4-110 volt outlets.** If your exhibit requires additional electrical service, requests must be submitted on the Special Assistance Form and approved by the Programs Director. **If additional electrical service is approved, one (1) additional 20 amp circuit will be provided free of charge and if additional 20 amp circuits are requested and approved, a surcharge of \$100 per 20 amp circuit will be deducted from premium money.**

24-hour electrical service requests must be submitted on a Special Assistance Request Form no later than **May 30, 2014.** Regular power may be turned off each night when building is closed.

ELECTRICAL REQUIREMENTS

Only Fair personnel are permitted in the overhead catwalk, etc. of the California Building.

Wherever reference is made to "approved" materials or equipment it means any item that carries an Underwriters Laboratory tag.

Wiring and materials, except furnished or purchased by the exhibitor, will remain the property of Cal Expo.

All electrical installations are required to be made in a workmanlike manner and be designed, constructed, installed and maintained so hazards will be reduced, as far as it is reasonably possible. Cal Expo reserves the right to inspect all electrical installations and to order changes to conform to existing codes as necessary.

All electrical installations and alterations are required to be made in accordance with the latest safety orders of the California State Division of Industrial Safety, as published in the California Administrative Code, Title 8.

FORKLIFT AND BOOM LIFT SERVICE

All Exhibitors should submit any special requests requiring a forklift or boom lift if this equipment will be needed to unload and place a heavy object in the exhibit space or raise an element of the exhibit to a height above standard reach when it is not safe to do so using a ladder.

SUSPENSION SERVICE

Suspension service may be available for those Exhibitors needing assistance hanging exhibit components, such as signs. Exhibitors are required to provide appropriate cable and hardware to suspend components. Wire or cable must be of sufficient gauge to safely hold the item throughout the term of the fair. The weight limit for suspended items is 100 pounds.

JUDGING

JUDGING DIVISIONS

Division 1 – Community Built

- **County appoints an individual, group or business to design and build the County's Exhibit.**
- Appointee may be a carpenter, building contractor, cabinet maker, designer, etc.; however, the appointee may design and construct only one County Exhibit.
- County may compensate the appointee by assigning award premium or by any other arrangement.
- County or their appointee may initiate projects to raise funds needed to build, transport, decorate, etc. the exhibit as long as the resulting funding is used only for that County Exhibit.

Division 2 – Professional Built

- **County enters into a contractual agreement with an individual or company that is in the business of building exhibits or displays.**
- The contractor builds exhibits for more than one County participating in this competitive program.
- The County's agreement with the contractor may include assignment of the Award Premium and/or other compensation. Any additional funding must come from either the County or funds raised by the County- appointed representative (individual or organization). To prevent any conflicts of interest, professional builders cannot be involved in fundraising for the project.
- The professional builder may initiate sub-contracts as needed for special or unique services.

JUDGING PROCEDURE

Judges are appointed by California Exposition & State Fair and are drawn from the membership of our Agricultural Advisory Council and other organizations that advise and/or support the California State Fair.

Judges are provided with a score sheet for each exhibit.

Between one and five days after judging results are validated, a copy of the Exhibit score sheet will be delivered to the County's Representative.

JUDGING DAY

1. **Counties exhibits must be complete and ready for judging by 8:30 am on July 10, 2014.**

If the exhibit is not completed by that time, it will be judged as is. The building will be cleared of all persons except state fair personnel or other persons who have permission to be in the building during judging.

2. **Each County will be given the opportunity to have one County representative make a 90-second oral presentation to the official judges. General guidelines for such presentation include:**

- May be made in person or via electronic means (video, web-cam, pre-recorded or live, etc.).
- Presentation schedule will be posted. Time slots will commence at 9:00 a.m., finishing by 11:30 a.m. on July 10, 2014.
- Exhibits with multiple Counties represented will be limited to 90-seconds per County represented.

- The County representative spokesperson will be the only person allowed in the building during the presentation window, unless a designated person is required to initiate an electronic presentation.
 - Upon completing the presentation, the spokesperson will be provided with a “ribbon placement” marker affix to the exhibit (see page 18 re “Display of Awards) after which the representative will be required to leave the building.
 - No fraternization between County Representatives and official judges will be allowed at any time. Points may be deducted if any contact is made in the area the judge is scoring.
3. Official judging will commence after the conclusion of the last oral presentation on July 10, 2014 at which time all exhibits will be formally evaluated. Only authorized personnel may be present.
 4. Official announcement of Judging Results will take place at the Annual Counties Exhibits Awards Event.
 5. Exhibits in each Division will be judged on individual merit using a scorecard and Danish style of judging. Exhibits will not be compared against each other, except when competing for Special Awards.
 6. In addition to applying the specific criteria enumerated below, **judges will take into consideration the overall appeal and effect the exhibit would have on the general public, who are the intended audience.**

POST-JUDGING CHANGES TO EXHIBIT

It is assumed that the exhibits will remain “as judged” throughout the fair. Should the need arise to make substantial changes or modifications to the exhibit after it has been judged, the county, its representative or builder, may do so only with the permission of the Counties Exhibits Program Supervisor. Changes made without the knowledge or approval of the Program Supervisor may result in a penalty levied against any Cash Award (Premium) earned in the judging process.

JUDGING CRITERIA (SCORE SHEET)

Content20%

The exhibit holds representation of produce, product(s), and/or artifacts expressing the uniqueness of the county or blends all components into a multi-dimensional exhibit with a single theme or purpose. 90% of the exhibit is a 3-dimensional presentation. Elements are properly and clearly identified, interpreted graphically, verbally or audio-visually and labeled.

Marketability20%

The exhibit clearly represents the county in an appealing and distinctive fashion. The exhibit attracts and holds the viewer's interest and invites viewers to visit the county and/or use its products.

Craftsmanship20%

The exhibit is well constructed. All decorative materials and props are new or freshly refurbished. All graphics and signage are of a professional graphic artist quality. There is an overall artistic and visual appeal to the exhibit.

Creative Use of Products and/or Produce and/or Artifacts20%

The exhibit presents the product(s), and/or produce, and/or artifacts in a clever and imaginative way. Objects are in keeping with the overall theme/purpose of the exhibit. Unique methods of display are employed to enhance the experience. Any of these aspects may be presented. All are not required.

Technology, Animation, Special Effects and/or Visitor Experience20%

The exhibit shows dynamic or imaginative movement, animation, innovative technology, audiovisual, lighting, sound, or other special effects or human participation that enhances the overall theme, creating interest for the viewer. Any of these aspects may be presented. All are not required.

AWARDS

NON-CASH AWARDS

The Danish system of judging will be used for exhibit evaluation in each division. Each entry in a division is judged on its own merit. Entries are placed Gold, Silver, Bronze, etc., depending on points received based on the score card. There may be more than one Gold, Silver, Bronze, etc. per class. Medal Awards coincide with the scores as listed below:

- Gold Awards** (*exhibits must score 90 or more*).....Plaque and Rosette
- Silver Awards** (*score 80 to 89*).....Plaque and Rosette
- Bronze Awards** (*score 70 to 79*).....Plaque and Rosette
- Honorable Mention Awards** (*score of 60 to 69*).....Plaque and Ribbon

Note: per-point premium will not be paid for scores below 70 points.

CASH AWARDS (PREMIUMS)

The total Cash Awards for the Counties Program is **\$152,000.00** as set by the annual adopted budget. The total of the Special Awards Bonus payments (\$5,500.00) will be deducted from that amount, leaving **\$146,500** to be determined by the Premium Award Calculation Formula. The exhibit size (16’ x 16’ or 16’ x 16” and 10’ x 20’ “combo space”) and total judges allotted points scored will determine each county’s Cash Award (Premium).

In addition, the total judges allotted points scored will determine the total Cash Award.

Monies awarded to a County will be made payable to the Board of Supervisors, unless the Board designates an alternate payee (individual, organization, contractor, etc.) to receive the Cash Award (Premium). This designation must be made on all appropriate forms (including entry and payee information).

The California State Fair has the right to deduct any service fee or penalty fee from the Cash Award (Premium).

CALCULATION FORMULA

The per square foot value will be calculated by adding the sum of the square footage of all exhibits and dividing that number into the premium budget of **\$146,500.00**. To determine the Per Point Value, the total points scored from all exhibits will be added together. This total will then be divided into the premium budget of **\$146,500.00**. The "Per Point" Value will be multiplied by each individual score to calculate the cash premium award.

SPECIAL AWARDS

Limit of one award per category, as follows:

Best of Show	Golden Bear, Rosette, \$500
Best of Division (2 Awards)	Rosette, \$500
Best Content	Rosette, \$500
Best Marketing Presentation	Rosette, \$500
Best Craftsmanship	Rosette, \$500
Best Agricultural Presentation	Rosette, \$500
Best Design Award	Rosette, \$500
Best Use of Special Effects / Animation / Technology	Rosette, \$500
Best Use of Produce, Products or Artifacts	Rosette, \$500
Best Visitor Experience	Rosette, \$500
Superintendent's Award	Rosette
Manager's Award	Rosette
People's Choice	Rosette
People's Choice, Most Educational	Rosette
People's Choice, Most Fun	Rosette

The Judges may elect not to present any award in the above categories

SPECIAL AWARD DESCRIPTIONS

Best of Show Award – Exhibit that represents the best of all the exhibits in terms of its potential appeal and overall effect on the general public. In this regard the exhibit should clearly stand out from all the others and represent an experience that will leave a lasting impression for the viewer.

Best of Division Award (2—one in each Division) – Recognizes one outstanding exhibit in each Division. These exhibits must clearly stand out in terms of creativity and in all aspects convey the message of the County.

Best Content Award – Recognizes the effort for inclusion of specific commodity or artifact that brings special attention to the uniqueness of the County. Attention is given to display and labeling giving the viewer a deeper insight into one or more elements.

Best Marketing Presentation Award – Recognizes the best effort to sell the overall County; its original character or unique commodity.

Best Craftsmanship Award – Recognizes the best constructed without the use of pre-fabricated or kit type materials. Special attention to detail is given to finishing.

Best Agricultural Presentation Award – Recognizes Exhibit that best includes the County's agricultural industry in the most imaginative, clever and dynamic fashion. At least **25%** of the exhibit must be dedicated to this industry.

Best Design Award – Recognizes the best overall design and the most complete cohesiveness of all elements. All the elements within the Exhibit should work in harmony as one unit, to give the exhibit a balanced and eye appealing focus. The design style may range from traditional to contemporary and beyond.

Best Use of Special Effects/Animation/Technology Award – Recognizes the most stimulating and/or clever use of special effects, animation or technology.

Best Use of Produce, Products or Artifacts Award – Recognizes steps to include and display even the most mundane object in a most visually appealing, unique and original manner.

Best Visitor Experience Award – Recognizes the best incorporation of the County's message through visitor participation, interactivity or overall experience.

Superintendent's Award – Recognizes important community activity and any inclusion of actual County resident participation. The minimum number of participants to win the award is five (5) individuals from at least three different sources within the county, i.e. school teacher, local historian and county Farm Bureau, etc.

The California State Fair encourages and commends the involvement of local communities, economic development corporations, local government agencies, tourism councils, university and college groups, historical societies, festivals, county and district fairs, museums, chambers of commerce, art councils, boards of trade, industry, businesses, youth groups, service organizations and individuals in the development and implementation of these exhibits.

Manager's Award – Recognizes the county exhibit that best combines a full staffing schedule with the best staffing theme, best use of costume/uniform and/or the most unique overall staffing presentation. This award will be presented to the County and not the individual Builder or other contractor(s).

People's Choice Awards – Recognizes the most popular County Exhibit as selected by the General Public. Unlike the official judging, which is based on a five-part scorecard and evaluated by professional judges, the People's Choice system simply asks the public to pick their personal favorite. No official direction or guidelines for evaluation of the exhibits is provided. Volunteers staffing the Counties Exhibits may ask fairgoers to vote in the People's Choice Awards, but may not coerce or solicit votes directly.

People's Choice ballots are not to be placed or distributed from individual exhibits. Official People's Choice ballots will only be available at the Friends of the Fair Office or Information Booths located in the California Building.

The result of this award will in no way impact the official judging for Medal Awards. The People's Choice Awards will be announced the last Saturday of the Fair, July 26, 2014, at 7:00 p.m.

ADDITIONAL RIBBON/PLAQUE REQUEST

Counties may purchase additional ribbons or plaques associated with their prizes to display in multiple offices. Each County will receive a presentation Rosette (ribbon) for its Medal Award and any Special Awards at the Annual County Exhibit Awards Ceremony. In addition, after the Ceremony, Cal Expo staff will place a second ribbon (or ribbons) on each exhibit.

The California State Fair will also present each County with a custom wooden plaque, which includes an 8"x10" color photograph of their judged Exhibit.

EXHIBIT MAINTENANCE AND JUDGING

1. Maintenance of exhibits is the exhibitor's responsibility and the Cash Award (Premium) will be deducted, when, in the opinion of the maintenance judge, an exhibit is not maintained properly.
2. There will be four (4) **Maintenance Judging** dates during the Fair as outlined in the Schedule of Events. The Maintenance Judge will evaluate the exhibits beginning at 9:30 a.m. thus maintenance work must be completed by that time.
3. Exhibits with deficiencies will have \$500 deducted from the Cash Award (Premium) the exhibit has earned to date if deficiencies are not corrected by 8:30 a.m. the next day. One or more of the following deficiencies will be cause for \$500 reduction of Cash Award (Premium) each time the exhibit is judged for maintenance:
 - a. Dust or cobwebs.
 - b. Gravel, seeds, bark, etc. not in a "raked smooth" condition.
 - c. Lights burned out.
 - d. Movement, animation, sound equipment & mechanical aspects of exhibit not operating.
 - e. Fruits, vegetables, flowers or plants missing, withered, rotting or otherwise declining in freshness.
 - f. Fruit, grain or other material spilled or not properly in container.
 - g. Signs not properly aligned or with missing or askew letters.
 - h. Painted areas have unclean appearance.
 - i. Any portion of the exhibit is in disrepair or disorder.
 - j. Trash or debris in the exhibit.
 - k. Awards and maps not displayed or not properly displayed.
 - l. Dirty or smudged glass surfaces.
 - m. Staffing Station signage is not present in the absence of a staffing representative.
 - n. Replacement of produce, products, and/or artifacts is not within Exhibit Design specifications.
 - o. Exhibit does not meet minimum requirements under Exhibits Design specifications.
 - p. Storage areas are unsafe or disorderly.

4. Other deficiencies may be called to the attention of exhibitors and must be corrected by 8:30 a.m. the next day.
5. A copy of the deficiencies listed by the Maintenance Judge will be given to the Counties Exhibits Supervisor by 2:00 p.m. the day the Exhibit was judged. Exhibit Representatives will be allowed to correct these deficiencies by 8:30 a.m. the very next day. If these corrections are not completed at that time, the Cash Award (Premium) deduction will be enforced.

It is the responsibility of each County Representative or builder to pick up the Maintenance Evaluation Form following each day of the maintenance judging from the "Friends of the Fair" Information Booth.

6. The California Building will be available for maintenance during the following regular schedule:
Monday – Thursday 6:00am – 9:30am
Friday – Sunday 6:00am – 8:30am

A Delivery Pass and entry credential (fair admission) will be required to enter Gate 12 and a Maintenance ID Badge will be required for entry to the building prior to the fair opening time. The building will remain locked prior to the hours of operation for the State Fair. If you are in the building prior to opening, please do not allow the General Public to access the building.

7. Repairs that cannot be done between the hours listed above must be done at night following the close of the building at 10:00 p.m. If this is to be done, the Counties Exhibits Supervisor must be notified in advance. Maintenance after 10:00 p.m. will require a Delivery Pass to enter Gate 12 and a Maintenance ID Badge. Vehicles will be allowed to park next to the California Building doors located between the building and "The Farm". Security will only allow access thru this door at night.
8. For those Representatives and/or Builders who will be maintaining the exhibit during the fair, **Maintenance ID Badges** will be issued by approval of Cal Expo. This is a picture ID badge so the person/persons doing maintenance must be present to get their badge. Each exhibitor will receive no more than two Maintenance ID Badges. Each Professional Builder will receive no more than two Maintenance ID Badges. Maintenance Badges must be requested by using the appropriate form submitted no later than Friday, June 20, 2014. The Counties Exhibits Supervisor will schedule an appointment for you to have the picture ID badge made at Cal Expo.

FAIR CLOSING PROCEDURES

The California Building will close on the last day of the State Fair, Sunday, July 27, 2014, at 10:00pm.

A release permit is required to drive to the California Building and for removal of each load of material from the grounds. The permits will be available on closing day from the Counties Exhibits Coordinator beginning after 11:00 p.m. Cooperation of Exhibitors is expected, as this procedure is for the protection of all.

No vehicles will be authorized on Cal Expo grounds, until an “all clear” has been issued by the Cal Expo Police Department. As this ensures the safety of fairgoers, a Release Permit will not be issued to the County Representative or Builder until the appropriate safety clearance has been issued.

Exhibitors may NOT begin removing or packing up items before the closing of the fair at 10:00pm on Sunday, July 27, 2014.

It is recommended that a County Representative plan to be present at the Exhibit from 9:00pm until the early morning hours on the last night of the State Fair.

It is highly recommended that all electronic and/or other sensitive and valuable items be removed immediately and secured after the closing of the fair.

Exhibitors must remove all Exhibit material and debris from the building no later than 5:00 pm on Monday, August 4, 2014.

Cal Expo and management team assumes no responsibility for Exhibit material, artifacts or equipment any time at which exhibit is being constructed, exhibited, dismantled, removed or stored.

2013 CALIFORNIA STATE FAIR COUNTIES EXHIBITS AWARD WINNERS

SPECIAL AWARDS

Best of Show – Glenn County
Best of Division (Community Built) — Lake County
Best of Division (Professional Built) — Placer County
Best Content – Amador County
Best Use of Produce/Products/Artifacts – Mono County
Best Marketing Presentation – Glenn County
Best Craftsmanship – Tuolumne County
Best Design – Sacramento County
Best Visitor Experience – Calaveras County
Best Use of Special Effects/Animation – Placer County
Best Agricultural Presentation – Yolo County
Superintendent's Award – Sierra County

GOLD AWARDS

Amador County	Lake County	Sierra County
Butte County	Mendocino County	Solano County
Calaveras County	Modoc County	Sonoma County
Colusa County	Mono County	Stanislaus County
Glenn County	Nevada County	Tuolumne County
Humboldt County	Placer County	Yolo County
Inyo County	Sacramento County	Yuba County
	Santa Cruz County	

SILVER AWARDS

El Dorado County	Shasta County	San Joaquin County
------------------	---------------	--------------------

Attachment 8.3

PROPOSAL AND INTERVIEW EVALUATION FORMAT

RFQ G99-0908-14

Proposer Name

Evaluator

Date

EVALUATION CRITERIA	SCORE
<p><u>Proposer's Organizational Capacity (Maximum 25 Points)</u> <i>Reference Sections 4.1.2 and 4.1.3</i></p> <ul style="list-style-type: none"> Capacity of the individual or organization to successfully manage the Display project (longevity, service capability, geographic location, depth of resources, and evidence of ethical, legal and economic stability) Ability to staff and provide continuity to the work effort Compatibility of project management approach to expectations of the County Administrator's Office 	
<p><u>Proposer's Credentials/Experience (Maximum 50 Points)</u> <i>Reference Sections 4.1.2, 4.1.3 and Section 8, Exhibit A</i></p> <p>Similar Project Experience (Maximum 25 Points)</p> <ul style="list-style-type: none"> Experience performing duties listed in Exhibit A Nature and quality of applicable work within the last five years Familiarity with the Solano County community (business, agriculture, local tourism, community, military and elected leaders) <p>Project Management Experience (Maximum 25 Points)</p> <ul style="list-style-type: none"> Demonstrated ability to meet internal and project deadlines, major milestones and overall project schedule Demonstrated ability to achieve project objectives within an established budget References for completed similar projects 	
<p><u>Proposer's Project Team (Maximum 25 Points)</u> <i>Reference Sections 4.1.2</i></p> <ul style="list-style-type: none"> Link between proposed personnel and applicable project experience Clarity/adequacy of project team organizational structure with clear roles, responsibilities and lines of communication/authority Qualifications, knowledge, experience, education, licensing, and training of proposed personnel and subcontractors (if applicable) Demonstrated history working as a Project Team Demonstrated history working directly with proposed subcontractors (if applicable) 	